Sen. Charles E. Shannon Jr. Community Safety Initiative LARP
Technical Assistance Webinar

Executive Office of Public Safety & Security
Office of Grants & Research
April 1, 2015

Welcome

- Heather C. West, Ph.D.
  - Research Analyst III, EOPSS

- Mike Bishop
  - Grants Management Specialist, EOPSS

Agenda

- Overview of Shannon CSI LARP Grant Requirements

- Summary of programmatic responsibilities

- Review of new fiscal reporting forms

Materials

- Please note that since we are conducting this TA Workshop via Webinar, you will not be receiving any materials directly from us today.

- The presentation will be posted to our website along with the updated fiscal and programmatic report forms by the beginning of next week.

http://www.mass.gov/eopss/funding-and-training/justice-and-prev/grants/shannon-csi/

Programmatic Responsibilities

- Some of the 2015 LARP programmatic expectations:
  - Identify trends within communities
  - Strategize on how to address trends
  - Knowledge sharing
  - Assist with risk assessment development
  - Aid sites and programs with Apricot reporting
  - Provide other technical assistance
  - Attend steering committee meetings
  - Attend mandatory technical assistance meetings

Communications with EOPSS

- EOPSS will require a single point of contact for management of the routine activities related to the grant
  - All relevant third parties should be cc'ed
  - Will work with third parties in unique situations

Shannon CSI LARP Grant Compliance

- FY2015: All Shannon components are state funded
  - Payments vs. Reimbursements
  - PMT
- Allowable cost categories may differ from prior years

Payments

- The first payment of 30% will be processed upon EOPSS:

  - Receiving, reviewing and approving all required quarterly programmatic reports for FY2014

  - Receiving, reviewing and approving of all required quarterly financial reports for FY2014.

Payments

- The second payment of 20% will be processed upon EOPSS:
    - Receiving and approving the first fiscal report
        - Execution of the contract through March 31, 2015
            - Due April 30, 2015

    - Receiving and approving the first quarterly programmatic progress report
        - Execution of the contract through March 31, 2015
            - Due April 30, 2015

Payments

- The final payment of 50% will be processed upon EOPSS:
  - Receiving and approving the second fiscal report
    - April 1, 2015 through May 31, 2015
      - Due June 30, 2015

  - Receiving and approving the second quarterly programmatic progress report
    - April 1, 2015 through May 31, 2015
      - Due June 30, 2015

Payment and Reversions

- Fiscal and Programmatic reports for quarters 3 and 4

- Failure to submit reports by the due date may jeopardize remaining payments or future funding

- Reversion of funds will occur if the total award amount is not spent during the funding cycle

Reporting Timeline

Report	Due	Period
Quarter 1: fiscal report programmatic report	4/30/15	1/1/15-3/31/15
Quarter 2: fiscal report programmatic report	6/30/15	4/1/15-5/31/15
Quarter 3: fiscal report programmatic report	10/31/15	6/1/15-9/30/15
Quarter 4: fiscal report programmatic report	1/31/16	10/1/15-12/31/15
Final cumulative programmatic report	1/31/16	1/1/15-12/31/15

Shannon Fiscal Report

Shannon Fiscal Report

- Cover page: Do NOT fill out table
  - All numbers will pre-populate
  - Submit original, signed cover page via mail (FEDEX, USPS, etc.)
- Complete the current quarter's financial report
- Submit *entire* workbook electronically in Excel format each quarter
  - Coversheet (electronically and via mail)
  - All quarterly reports even if not completed
    - Example: At the end of quarter 1
      - Completed coversheet and quarter 1 form
      - Uncompleted quarter 2, 3, and 4 forms

Travel

- Rates cannot exceed the approved state reimbursement rate, currently set at $0.45 per mile.
- All travel mileage must be supported with back-up documentation:
  - Google map with mileage
  - Odometer readings
- All train, parking and toll costs
  - Provide copy of receipts
- Out-of-state travel is prohibited with Shannon funding.

Food Costs

Reimbursement for food and beverages is UNALLOWABLE for Shannon CSI funded programs

Consultants

- $650 is the maximum allowable consultant rate per 8-hour day (or not more than $81.25/hour).

- If you choose to hire a consultant with a rate that exceeds $650.00, you must submit a written request for prior approval to EOPSS.

Amending the Budget

- Complete and submit:
    - Budget Revision form regardless of dollar amount
        - EOPSS will review and approve/reject
    - Most current budget workbook
        - EOPSS will update the budget column on cover page
- No budget item can be in the red.

VendorWeb

How to Use VendorWeb

MassHealth Providers

What is EFT?

EFT Signup

1099 FAQs

Department Contacts

VendorWeb

This is a secure area

Due to the nature of the material contained in VendorWeb, this session is encrypted, and we ask that you enter your vendor code to continue. If you do not know, or are unable to remember your vendor code, please contact your departmental representative for this information.

Vendor Login

To log in, enter your 12-digits alpha/numeric Vendor Code and last 4-digits Taxpayer Identification Number (TIN), then click "Login".

Vendor Code: [   ]

Last 4-digits TIN: [   ] **Login**

Reporting Fraud, Waste and Abuse

Office of the Inspector General

One Ashburton Place, Room 1311

Boston, MA 02108

Ma_oig@maoig.net

Office of the State Auditor

Massachusetts State House, Room 230

Boston, MA 02133

auditor@sao.state.ma.us

Resources

All quarterly reporting forms will be uploaded to the Executive Office of Public Safety & Security website:

www.mass.gov/eopss

"Funding and Training Opportunities", "Justice and Prevention", "Grant Programs", "Senator Charles E. Shannon Jr. Community Safety Initiative"

VendorWeb

https://massfinance.state.ma.us/VendorWeb/vendor.asp

Resources

■ National Gang Center, Comprehensive Gang Model

http://www.nationalgangcenter.gov/comprehensive-gang-model

Questions